

COUNTY IMPROVEMENT DISTRICT
County Improvement District
Scheduling Worksheet
(A.R.S. Title 48, Chapter 6, Article 1)

<u>Respon.</u>	<u>Task</u>
<u>Step 1</u>	
Citizens	Citizen(s) initiate project request with County Special District Staff County Staff will supply citizens with information packet as well as conduct community meeting to exchange information for the formation of the possible District. Citizens will be required to obtain the required signatures on the petition.
<u>Step 2</u>	
Citizens	File petitions with Clerk of the Board.
Special Dist.	Petition is sent to Assessor for verification.
<u>Step 3</u>	
Special Dist.	Hearing must be set not later than <u>40 days</u> after filing.
Special Dist.	Staff initiates hearing on petition to establish the District and incur expense for funding (<u>Resolution to Form District</u>) of improvements authorized pursuant to A.R.S. 48-986.01 and presents to Board of Supervisors if project qualifies.
Citizens	May participate in hearing to form.
Clerk	Mail Notice of Hearing on petition to property owners (more than 20 days prior to the hearing).
Clerk	Publish Notice of Hearing twice in a newspaper of general circulation within the County - the publications shall be one week apart and the first publication shall not be less than ten (10) days prior to the date of the hearing.
Board	Adopt Resolution to form District.
Special Dis.	Notify Department of Revenue of new taxing authority.

Step 4

Appointing District Engineer, Attorney and Financial Consultant - RFP's for:

Special Dis. Appoint Attorney (Bond Counsel) and Financial Consultant
(NECESSARY ONLY IF FUNDING IS NOT APPROVED PURSUANT
TO A.R.S. 48-986.01).

Public Works Appoint District Engineer.

Agreement for:

Special Dis. Attorney (Bond Counsel) Services (NECESSARY ONLY IF FUNDING
IS NOT APPROVED PURSUANT TO A.R.S. 48-986.01)

Public Works Engineering Services

Special Dis. Financial Consultant Services (NECESSARY ONLY IF FUNDING IS
NOT APPROVED PURSUANT TO A.R.S. 48-986.01)

Public Works Right-of-Way acquisition consultant (if necessary)

Step 5

Resolution of Intention to Order Improvement

Dist. Eng Submit final plans, specifications and Engineer's estimate to clerk.

Special Dist. Present to Board **Resolution of Intention** and assessment Diagram
showing all lots and parcels to be assessed after reviewing the final plans,
specifications and Engineer's estimate submitted by the District Engineer
to the Clerk of the Board.

Board Adopt Resolution of Intention.

Clerk Mail to the owners of all real property within the area to be assessed a
notice that contains the following:

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- a) Notice of passage of the **Resolution of Intention** with the date
Resolution of Intention;
 - b) The total amount of the Engineer's estimate of costs and
expenses of the work;
 - c) A description of the Board's intention to levy assessments and
issue bonds.

Clerk Comment (protest) period - written protests will be received up to a maximum of 20 days after the date of the mailing of the notice of the passage of the **Resolution of Intention**

Step 6

Special Dist. Conduct hearing on objections to proposed improvement District and/or extent of assessment District (if protests are received). Staff Report is required.

Step 7

Special Dist. Present **Resolution Ordering the Work** / Request for Bids to the Board.

Board Adoption of Resolution Ordering the Work and call for bids (in conjunction with Hearing if needed).

Clerk/Pur Publish Resolution Ordering Work and inviting sealed bids two (2) times in one or more daily papers

Clerk Post a copy of the Resolution to Order Work / call for bids for five (5) days on or near door of meeting place of Board of Directors

Step 8

Bid Proceedings

Purchasing Advertise for bids

Purchasing Filing deadline for sealed bids to the Clerk of the Board of Directors

Purchasing Open Bids at Public session conducted at Board of Directors meeting. Review and analysis bids for completeness.

Step 9

Special Dist. Present **Resolution to Award** construction Contract and approve the Assessment Diagram.

Board Adopt Assessment Diagram and Resolution to award the contract.

Clerk Publish Notice of Award of Bid twice (2) in daily paper of general circulation within the County

Clerk Comment (protest) period on Award of Bid - lasts a maximum of 15 days from the first publication date of the notice

Step 10

- Special Dist. Conduct hearing on objections to award of contract if needed.
- Purch./PW Contract signed by bidder within 20 days after date of first publications, if no objections have been filed. In addition obtain payment and performance bonds and insurance certification.

Step 11 Assessments

- Special Dist. Present **Resolution to record Assessment Diagram** with Superintendent of Streets, can also requires that Cash Demand letters are sent to owners of property.
- “ Notify Board that assessment is recorded
- “ Notice of Recording of Assessment Diagram
- “ Board sets Hearing on Assessment Diagram
- Clerk Publish Notice of Hearing on Assessment Diagram five (5) times in a daily newspaper of general circulation within the County
- Special Dist. Demand letters / Notice of Hearing on assessments mailed at least 20 days prior to the hearing
- Special Dist. If required will begin preparation of documents for Revolving Loan fund.
- Finance Pre-payment period begins (40 days total)

Step 12

- Special Dist. Conduct hearing on Assessment Diagram and present **Resolution to Board to Approve Assessment Diagram**.
- Board Approve Assessment Diagram.

Step 13

- Special Dist. Close cash collection period and prepare Treasurer's return.
- Special Dist. Certify list of unpaid assessments. File certified assessment with Clerk and unpaid assessment with Superintendent of Streets. No Board action is Required.

Step 14

Bonds If Required

- Treasurer Treasurer disburses funds pursuant to evidence of indebtedness and sends copy to Budget Department.
- Financial Ad. Circulate notice inviting proposals and official statement regarding sale of the bonds (initiate after Notice of Hearing on the Assessment Diagram is mailed and before the Hearing on the Assessment Diagram)
(NECESSARY ONLY IF FUNDING IS NOT APPROVED PURSUANT TO A.R.S. 48-986.01)
- Special Dist. Present to **Board Resolution to Sell Bonds** and open of bond bids, sale of bonds - at Board of Directors Meeting
- Board Adopt Resolution (NECESSARY ONLY IF FUNDING IS NOT APPROVED PURSUANT TO A.R.S. 48-986.01)
- Financial Ad. Bond closing / deposit of funds in District account with County Treasurer
(NECESSARY ONLY IF FUNDING IS NOT APPROVED PURSUANT TO A.R.S. 48-986.01)

Step 15

Public Works Notice to Proceed

Step 16

Contractor Begin Construction

Step 17

- Finance Finance department initiates spread of levy and bills assessment.
Payments are forwarded to the treasurer.
- Treasurer Treasurer credits payments submitted by Finance department to the revolving fund.
- Special Dist. Special Districts staff completes the annual disclosure statements for the improvement District and submits to the District Board of Directors.